

CORP03 Code of Conduct

Purpose

The purpose of this Code of Conduct is to provide employees with guidance on the standards of behaviour expected of them in performing their duties of employment and their interaction with fellow employees, clients and members of the community.

The Code provides a general framework of principles to be adopted by employees with respect to their conduct while employed by BGT. The Code is not intended to address specific situations that may arise with respect to what is acceptable and unacceptable behaviour.

The standards of conduct required to be met under the Code exist alongside the standards of behaviour and performance required of employees under their contract of employment, BGT policies, Child Safe Standards, industrial agreements and any other ethical or professional code of conduct that may bind an employee of BGT.

Scope

BGT Staff, Board Members and volunteers found in breach of these principles may face disciplinary action.

Employees are reminded all business and social functions require a degree of responsibility that is consistent with the standards required of them while at work. Client and business relationships can be adversely affected if a client is offended by the behaviour of employees or their invited guest at the function.

Employees should be under no misunderstanding that disregard of the above guidelines will be viewed as a serious matter leading to possible disciplinary action

As these functions are a part of business promoting good employees and client relations the following points relating to behaviour are expected to be followed by all employees:

- Excessive consumption of alcohol is to be avoided; this is both a safety and a social responsibility
- Where employees believe themselves to be over the legal limit they should arrange for a taxi home
- Any use of illegal drugs in the course of the function is totally prohibited
- For the comfort of all, all function venues are to be considered as no smoking.
- Abusive language and swearing is not permitted at these functions

Addressing a Possible Breach of the Code

To promote and maintain the standards of conduct expected by BGT, it is important that any employee who has a concern about the conduct of another employee is able to raise their concern freely and without fear of intimidation or repercussion.

In most instances, complaints concerning allegations of conduct that may breach the Code will be dealt with by the process outlined in the *Staff Grievance Policy*. Where conduct constitutes misconduct or serious misconduct the allegation shall be dealt with in accordance with the procedure set out in BGT *Disciplinary Procedures*.

Definitions

A personal relationship means any relationship between employees or employees and students that may give rise to a conflict of interest or the appearance of a conflict of interest such as, but not limited to, a relationship arising through family, business or commercial, romantic or sexual, close friendship, or any other relationship where an employee's impartiality and influence over another may be at issue.

Child is a person under 18 years of age.

Actions

In performing their duties of employment, BGT Staff, Board Members and volunteers will observe the following obligations:

- Respect and uphold the good name of BGT
- Act in good faith and with the best interests of BGT at all times
- Treat other employees and clients with fairness, courtesy, respect and without discrimination;
- Act honestly, avoiding situations which may give rise to a conflict of interest or the perception of such a conflict;
- Carry out their duties in a professional, responsible and diligent manner;
- Be aware of the position of trust they hold and the increased obligation on them when dealing with clients and at all times act honestly and with integrity;
- Take reasonable steps to protect and not disclose confidential information, in particular:
 - Any information pertaining to the operations of BGT
or
 - Any information relating to clients or employees.
- Use BGT facilities, resources and information in a proper manner;
- Maintain and observe the Work Health and Safety Policy and Procedure in the workplace.
- Not being under the influence of alcohol or drugs during working hours.
- Equal opportunity and anti-discrimination, including sexual harassment and workplace bullying will not be tolerated. Accordingly, the policies and appropriate behaviour consistent with these principles should be adhered to.
- Adhering to BGT Child Safe Policy at all times
- Taking all reasonable steps to protect children from abuse
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander people including children (for example, by never questioning an Aboriginal person's self-identification)
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander people including children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- Promoting the safety, participation and empowerment of Aboriginal and Torres Strait Islander people including children with a disability (for example, during personal care activities)

- Ensuring as far as practicable that adults are not left alone with a child
- Reporting any allegations of child abuse to BGT Community Services Team and ensure any allegation to reported to the police or child protection
- Reporting any child safety concerns to BGT Community Services Team
- If an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe

BGT Staff, Board Members and volunteers must not:

- Develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- Exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area)
- Put children at risk of abuse (for example, by locking doors)
- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- Engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- Use inappropriate language in the presence of children
- Express personal views on cultures, race or sexuality in the presence of children
- Discriminate against any child, including because of culture, race, ethnicity or disability
- Have contact with a child or their family outside of our organisation without a Community Service Team member's knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate)
- Have any online contact with a child or their family outside of the normal course of work
- Ignore or disregard any suspected or disclosed child abuse.

Responsibility

The Chief Executive Officer is the custodian of this Code.

This policy has been approved by the BGT Board on 23rd January 2017.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to the Child Safety Officer [Deanne Hastings] or the CEO.

If you believe a child is at immediate risk of abuse phone 000.

I agree to adhere to this Code of Conduct:

Name:

Signature:

Date: